

# JOB OPPORTUNITY

Job Opportunity Bulletin:	05-098
Final Filing Date:	12/30/05 or Until Filled

Position:	Salary:	Location:
Staff Services Manager I	\$4,746 – \$5,726	Office of Statewide Health Planning & Development Healthcare Workforce & Community Development Division 1600 9 <sup>th</sup> Street, Room 443 Sacramento, CA. 95814

## General Statement:

As a member of Healthcare Workforce and Community Development Division's (HWCDD) 23 staff, the incumbent joins a shared commitment of supporting the Office's vision of "**Equitable Healthcare Accessibility for All of California.**" HWCDD supports the mission of OSHPD to promote healthcare accessibility through leadership in analyzing California's healthcare infrastructure, promoting a diverse and competent healthcare workforce, and facilitating development of sustained capacity for communities to address local healthcare issues. The incumbent plays a key role via supervision of the Shortage Area Designation Program and NHSC/State Loan Repayment Program. Occasional travel in-state and out-of-state.

## Duties:

- Provides supervision and direction to five professional and support staff. This includes assigning, delegating, and reviewing completed staff work; reviewing, monitoring, and evaluating staff performance; serving as the conduit of departmental program policy especially regarding highly sensitive issues related to assigned programs. Performs the personnel duties required to produce duty statements, evaluations, and for the interview and hiring process for assigned staff.
- Completes specials projects as assigned by the SSM II. Work is performed as completed staff work and requires frequent and regular communication due to the sensitive and complex nature of the task. Requires excellent writing skills and analysis. Performs some high level technical program tasks as needed.
- Plans and prepares policy recommendations for submittal through the SSM II and deputy director to the Department's Directors' office. Analyzes, reviews, and comments on the impact of state and federal legislative proposals on state healthcare policies and programs.
- Coordinates and provides ongoing training workshops on the Cooperative Agreement Application Process
- Evaluates, determines, and implements core business improvements.
- Prepares and submits bi-annual reports/applications for Cooperative Agreement Programs.

**Desirable Qualifications:** In appraising experience, weight will be given to the following factors:

- Prior supervisory and lead experience.
- Healthcare experience and knowledge of healthcare issues.
- Ability to handle multiple priorities and deadlines.
- Good computer skills with experience with Microsoft applications with an emphasis on Excel and Word.
- Excellent written, oral and interpersonal communication skills.
- Ability and willingness to commit to the mission, vision, and values of OSHPD.

## Who May Apply:

Applications will be accepted from individuals currently in this classification or who have list, transfer or reinstatement eligibility. Applicants with list appointment should attach a copy of their notice of test results. Only the most qualified individuals will be interviewed. Appointments are subject to SROA policies.

# OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450  
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a State Examination and/or Employment Application, STD. 678 and a resume to:

OSHPD - Healthcare Workforce & Community Development Division  
Attn: Mike Orosco (**JOB #05-098**)  
1600 9<sup>th</sup> Street, Rm. 443  
Sacramento, CA. 95814

For further information contact Michael Orosco (916) 654-2989.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

